



THE **CJIS** NEWSLETTER

Criminal Justice Information Services

MULES Newsletter and UCR Bulletin Become CJIS Newsletter

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators, and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of contact and should be removed and placed with the *Missouri Supplement to the UCR Handbook*, and the *UCR Handbook*. Each section contains a box operators and other appropriate personnel may initial and date after reviewing the materials as required. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.

Specific questions or concerns should be directed to the appropriate Division:

Communications Division

Tim Wever (573) 526-1212 email: tim.wever@mshp.dps.mo.gov

Information Systems Division

HELP DESK 1-800-877-2897 email: isdhelp@mshp.dps.mo.gov

Criminal Records and Identification Division

UCR Unit (573) 526-6278 email: ucr@mshp.dps.mo.gov

Access Integrity Unit (573) 526-6257

AFIS, Quality Control, Sex Offender, Criminal History (573) 526-6153

If you have suggestions regarding content of the *CJIS Newsletter*, if you want to receive the *CJIS Newsletter* in electronic format rather than hard copy, or if you have a change in contact information, please contact Laurie Crawford at (573) 526-6278.

AFIS Upgrade/Enhancement for 2006

In 2005, the Missouri State Legislature approved funding to upgrade the initial Automated Fingerprint Identification System (AFIS) to the advanced fingerprint and palm print identification system, MetaMorpho. The system will be installed and operational by the end of 2006. With an upgrade of AFIS, criminal justice and non-criminal justice operations of the AFIS / criminal history database will



Missouri State Highway Patrol

be greatly enhanced. MetaMorpho possesses a revolutionary MetaMatcher, advanced palm print matching functions, improved image-capture and storage, advanced data management, and an increased workflow and interoperability. While advanced palm print matching functions are capabilities within the new system, current funding limitations prevent palm print searches at this time. Palm prints are received and stored but processed manually. It is anticipated with future available funding, the MetaMorpho upgrade will provide vast opportunities for technological expansion.

With MetaMorpho, a partial ten-print "lights-out" processing will be initiated and fingerprint searches will be based on the best four out of six digits. Currently, fingerprint searches are performed on the two and seven fingers (the two index fingers). With MetaMorpho, search criteria will be set to scan six digits (the thumb, index, and middle fingers) of each hand, and the best four of these six prints will be compared to existing prints in AFIS. This new processing will also eliminate operator handling of some ten-print submissions based on specific criteria. The system will determine which prints are searched based on quality of print and score the AFIS assigns to each print. Latent prints are and will continue to be searched against all ten prints. The new upgrade will provide rapid response and higher level of accuracy of prints processed through AFIS.

Once this new enhancement is active, agencies requesting priority handling of fingerprints submitted via livescan (electronic imaging) for the purposes of identifying a subject will need to wait 15 minutes before calling AFIS. If the print is processed as lights-out, the response will be generated and sent to the primary MULES printer of the agency within 15 minutes, therefore eliminating the need to call AFIS for assistance. If no response is received during this timeframe, the agency will follow the usual procedure of contacting AFIS, giving pertinent information, and asking the AFIS technician to work the print with priority handling.

Livescan Correction Form

The Livescan Correction Form has been modified to enhance the submission of information to the Missouri State Highway Patrol. A copy of the updated Livescan correction form has been emailed or faxed to each of the agencies with existing Livescan devices. Those agencies obtaining a device in the future will receive a copy of the modified form during the Livescan Instructor Training course.

When completing the demographic information on the Livescan device it is extremely important that the information is entered as accurately as possible. If errors occur, the Livescan Correction Form should be used to update the record as soon as possible.

The top portion of the form contains the data needed by the Central Repository to locate the appropriate record; the body consists of the information needing modifications. When completing the form ensure the information to be corrected is clearly listed. For example, when submitting a correction on offense information, please be sure to include both the statute and the Missouri charge code. Each form submitted should always list the OCN, the full name of the individual as submitted, and the arresting agency ORI. A signature block has been added for the Site Administrator's review, prior to the submission to the Central Repository. Once the form is completed and reviewed by the Site Administrator, it should be faxed to the Missouri State Highway Patrol at (573) 751-9382. After updates are completed at the Central Repository, these Livescan Correction Forms will be used to correct your agency information at the Federal Bureau of Investigation (FBI).



Missouri State Highway Patrol

Fingerprinting Juveniles Certified as Adults

In the event that a juvenile is certified as an adult, the court shall order fingerprints and the juvenile can be fingerprinted on the state criminal fingerprint card. On the Livescan device the criminal format should be used and the *treat as adult* field should be marked with a "Y" for yes. This is the only instance in which an operator should change the treat as adult field to a "Y".

Recently a problem has developed with the submission of information on the Livescan devices in reference to the *treat as adult* field. Operators are changing the field to a "Y" even when it is evident by the date of birth that the offender is not a juvenile. This has resulted in numerous errors requiring correction in the state criminal history database.

At the time the court orders fingerprints, certification papers have been issued. A copy of the certification papers must be sent to the Missouri State Highway Patrol Central Repository by facsimile at (573) 751-9382, or by mail to P. O. Box 9500 Jefferson City, Mo 65102. The certification papers are necessary with either the state fingerprint inked card or the Livescan criminal format. Upon receipt of the certification papers, the Criminal History Record System is authorized to house the arrest data.

We ask your cooperation in handling these matters accurately. This will eliminate errors and enable the entry of information in a timely manner.

Attorney General's Office: Update on 2005 Annual Report on Racial Profiling

Thank you to those agencies that have submitted their traffic stop statistics for 2005. We have submitted the data to our statistical team, led by Dr. Scott Decker at the University of Missouri at St. Louis, and look forward to receiving his analysis near the end of April. As in previous years, we will send each agency its annual report at that time so the agency has the opportunity to provide a written explanation to shed additional light on its numbers. While a response is not mandatory, a number of agencies have taken advantage of this opportunity in the past. If you have questions about this process, please contact James Klahr at (573) 751-8824.

CJIS Survey

The following page of this newsletter includes a survey form for the Missouri State Highway Patrol's Criminal Justice Information Services Section. The CJIS Section is made up of the Access Integrity (AIU), and the Uniform Crime Reporting (UCR) Units. The survey is intended to collect data on the quality of services provided by the section to supported agency personnel. Please take a few moments to complete and submit the survey form to CJIS Section personnel at the address below or by fax at (573) 526-6290. Your feedback will be used to determine where changes are needed in the services we provide. Please feel free to include additional comments if you choose.

Missouri State Highway Patrol
CRID/CJIS/UCR Unit
P.O. Box 9500
Jefferson City, MO 65102-9500



Missouri State Highway Patrol

Please use the following scale to rate the quality of service received by the Missouri State Highway Patrol's Criminal Justice Information Services Section for each statement below:

5=Excellent 4=Good 3=Fair 2=Poor 1=Very Poor

Employee Competence

Employees were knowledgeable, proficient, and available to assist when needed.

5 4 3 2 1

Comments: _____

Employee Professionalism

Employees were professional in appearance and demeanor, maintained a positive attitude, demonstrated courtesy, and used a constructive approach.

5 4 3 2 1

Comments: _____

Quality of Services Provided

The Criminal Justice Information Services Section of the Missouri State Highway Patrol provided training of high quality.

5 4 3 2 1

Comments: _____

The Criminal Justice Information Services Section of the Missouri State Highway Patrol provided application support services of high quality (UCR web support, MIBRS software support, MULES entries, etc.).

5 4 3 2 1

Comments: _____

The Criminal Justice Information Services Section of the Missouri State Highway Patrol provided auditing/reviewing services of high quality (effective, comprehensive, detailed).

5 4 3 2 1

Comments: _____



File with MULES/NCIC Operations Manual

Topics Addressed In This Edition:

- Signature Block
- Validation of MULES/NCIC Entries
- MULES/3 Message Routing System Implementation
- Preparing for FBI's NCIC Audit of MULES
- MULES Highway and Weather Files Discontinued
- CJIS Network Encryption
- MULES/3 Missing Person System Implementation
- MULES/3 Stolen and Stored Boat File Implementation
- MULES/3 Agency Usage Summary Statistics
- MULES/3 Conversion Nearly Complete
- Wanted Person Caution and Medical Conditions Field Procedures
- New Inquiry and Purpose Code for Gun Permits
- Access to CJIS Launch Pad Information
- Purpose Code X

Signature Block

The blocks below should be initialed and dated by agency personnel before this document is filed with the *MULES Operations Manual*. Initialing the signature block indicates whether or not a particular person has reviewed the content. During the triennial MULES Audit conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

Validation of MULES/NCIC Entries

It is the responsibility of the entering agency to periodically validate records they have entered into the MULES/NCIC system. Validation requires the ORI to confirm the record is complete, accurate, and still outstanding or active. Validation is accomplished by having the court review the original entry and current supporting documents and by recent consultation with any appropriate complainant, victim, prosecutor, court, or other appropriate source or individual. Validation must be formalized and copies of these procedures must be on file for review during an audit. In addition, document and validation efforts must be maintained for review during such audit.

There are approximately two hundred MULES terminal agencies that complete validations each month. It is the responsibility of the CJIS Systems Officer for the State of Missouri to ensure that all agencies complete this validation each month in a timely manner. There are several agencies statewide that have to be contacted by the Access Integrity Unit of the Missouri State Highway Patrol because they have not validated their records within the thirty-day timeframe that is allowed. Once on-line validation is fully implemented, records that have not been validated within the allotted timeframe will be automatically removed. For those agencies that do not have a schedule of when records are received at their agency for validations, we ask that they post this next to the MULES computer/printer and share this information with all employees on all shifts that utilize the MULES system.

On the **FIRST** calendar day of each month, wanted persons, sex offenders, vehicles, license plates, and parts are sent to each ORI's master printer at 05:00 a.m. A message is sent on the last working day of each month as a reminder that these will be sent to their ORI's master printer.

On the **FIRST** state working day following the **FIRST** Saturday of each month, guns, orders of protection, supervised release, and securities are sent to each ORI's master printer at approximately 08:30 a.m. A message is sent to each ORI's master printer shortly before the records as a reminder that the records will follow within the next few minutes.

On the **FIRST** state working day following the **FIRST** Friday of each month, the MULES/2 printouts, which contain missing persons and boats, are processed by the MSHP and are sent to the entering agency's ORI by mail along with the certification document for all records. The agency is then given thirty days from the date of that certification document to validate all entries.

If you have any questions about the validation process, please contact Jason R. Buschjost at jason.buschjost@mshp.dps.mo.gov or (573) 526-6361.

MULES/3 Message Routing System Implemented March 22, 2006

The MULES/3 Message Routing system was put into production on March 22nd and is now available for all MULES users. To access the system, select Option 1, "Message Routing" from the MULES/3 main menu, then select option 7 "MR Message Routing", from the Message Routing Menu, or, simply type 'MR' on any MULES/3 transaction line, which takes you directly to the Message Routing Screen. The Message Routing system requires two screens. The first screen includes fields required for the message "header", such as Operator, Message Number, Signature, Destination and Address text, with required fields highlighted. Field specific help is also available using the "F1" key. The second screen is for entry of the actual message text. The new system has several enhancements including expanded destination capability that allows an in-state message to be sent to a total of 10 destinations, rather than the previous five maximum. (Users are still restricted to a maximum of five out-of-state destinations, but an additional five in-state destinations can be included on the same message.) In addition, the system includes an editor option that allows text editing, cut and paste capability, and a spell-checking feature. The system also assigns a "Troop Retrieval Number" at the bottom of all messages that gives the nine MSHP troops the ability to retrieve and resend messages for agencies within their troop.

The MULES/2 Message Routing system will remain on-line until June 2006, at which time it will no longer be available. Users should become familiar with and begin using the MULES/3 Message Routing system as soon as possible. A document entitled "Guide to MULES/3 Message Routing" has been posted on the CJIS Launch Pad, CJIS Document Link. This four-page guide illustrates the map

screens and answers most common questions regarding the new system. Additional questions can be directed to your local troop communications personnel.

Preparing for FBI's NCIC Audit of MULES

The Federal Bureau of Investigation's National Crime Information Center (FBI/NCIC) will be conducting their triennial audit of Missouri the week of August 7, 2006. The list of local agencies they will visit is not yet available, however, we will notify those agencies as soon as the information is received. To prepare for the upcoming audit, listed below are some recommended actions that your agency may begin taking now to ensure that the audit of your agency goes well, if you are selected.

Preparatory Actions:

1. Verify that your agency has on file a User Agreement signed by your Agency Head and the Missouri State Highway Patrol Superintendent, Colonel Roger Stottlemeyer.
2. Ensure that all personnel who operate your agency's terminal are trained, certified, and re-certified according to FBI standards, and that documentation of the certification has been forwarded to Access Integrity Unit.
3. Verify case file information of all active records to ensure that they are accurate, complete and still outstanding. Example - the case file should contain a warrant, the missing person or theft report, and a copy of computer printouts for each entry. Example - the case file should contain the CHRI data, a copy of the entry, and the drivers license and vehicle check.
4. Provide validating records that show the date of last contact with the complainant. (This date should be noted in the case file.) Upon request, be able to provide the auditor with a detailed written procedure for validating your agency's records. (ex: Instructions for each and every step taken to process monthly validations.)
5. Ensure that all personnel who operate your agency's terminal have been fingerprinted and that their prints have been submitted to the Missouri State Highway Patrol's Criminal Records & Identification Division.
6. Ensure that your agency's terminal is located in a secure area to protect against unauthorized personnel gaining access to the terminal equipment or to any of the stored data.
7. Ensure that your agency's copy of the NCIC Operating Manual, NCIC Code, NLETS Manuals, MULES/CJIS Newsletters, and Technical Updates are available for review.
8. Ensure that all personnel who operate your agency's terminal are aware of the Hit Confirmation policy and procedures (i.e. YQ and YR) Be prepared to produce a detailed written procedure for handling a Hit Confirmation Request or Response when received by your agency.
9. Criminal History printouts must be destroyed by shredding, burning, or tearing by hand in very small pieces. Upon request, be able to provide the auditor the requestor's name, purpose, and reason for criminal history query (e.g., purpose code C- reason Burglary Investigation). This may be placed in the attention field along with the name of the individual making the request.

10. If your agency services a non-terminal agency, your agency must have a Non-terminal Agency Agreement on file with the Access Integrity Unit of the Missouri State Highway Patrol. The purpose of this Agreement is to specify the duties and the responsibilities of both the User Agency and the Non-Terminal Agency in the operation and use of the computerized information obtained via the MULES Network.

*****KEY TO REMEMBER*****

ALL RECORDS ENTERED INTO NCIC HOT FILES MUST BE BACKED-UP BY CASE FILE DOCUMENTATION WHICH ARE CONTINUALLY CHECKED AS PART OF THE VALIDATION PROCESS AND READILY AVAILABLE FOR REVIEW UPON REQUEST. RECORDS THAT DO NOT HAVE SUPPORTING DOCUMENTS AND ARE NO LONGER ACTIVE SHOULD BE REMOVED FROM NCIC IMMEDIATELY.

For questions, concerns, or recommendations related to the upcoming audit, please contact Mr. Wendell Mitchell of the Access Integrity Unit at (573) 526-6257.

MULES Highway and Weather Files Discontinued

Also on March 22nd, the MULES Highway/Weather files were removed from the system. With the multitude of weather related information available via the Internet and other sources, it was determined these files provided little if any useful information. All menu options and transaction codes for weather and road inquiries were removed from MULES and inquiries from other states via the NLETS "HQ" transaction are directed to the MoDOT website at www.modot.org/road_conditions.

CJIS Network Encrypted "End-to-End"

In September 2002 the FBI CJIS Division, to ensure the full integrity of CJIS data, directed State Control Terminal Agencies to encrypt "end-to-end" within their states by September 20, 2005. End-to-End encryption in this case meaning the CJIS data from its point of origin to its final point(s) of destination. This requirement meant the CJIS network had to be secured with at least 128-bit encryption at all locations. The Network Services Section of the Missouri State Highway Patrol's Information Systems Division embarked on a multi-year, multi-project endeavor to comply with the FBI directive. The effort was accomplished by customers acquiring 128-bit, encrypted 3270 emulation client software, or by using VPN tunneling technologies where client software was not applied. Today, all MULES 3270 traffic is encrypted from the point of origin to its final destination in accordance with the FBI directive.

MULES/3 Missing Person System Implementation

The MULES/3 Missing Person System is scheduled for implementation April 19, 2006. All records in the MULES/2 missing person file will be converted to the MULES/3 system on that date. Following conversion, as with past file conversions, maintenance to these records, (entry, clear, cancel, modification), will be restricted to MULES/3 only. Inquiries will remain available via MULES/2 and MULES/3 for a short time following conversion. This conversion will enable all NCIC 2000 features

pertaining to this file with the exception of the ability to enter dental information. The feature to enter dental information on Missing Person records will be added in the near future.

Once this conversion is completed, all Person records will reside in the MULES/3 database. That will require that all Wanted/Missing Person Hit Confirmations, using the SHP Number, be performed utilizing MULES/3 procedures. As the date approaches, a training guide will be made available via the CJIS Launch Pad.

On a related note...the purge criteria on all Missing Persons records now matches those mandated by NCIC 2000. Previously all Missing Adults, Missing Juveniles and Walkaways, (Record Types 90, 91, and 92), were automatically purged based on DOB and/or age of the record. All these records now remain on file indefinitely or until they are Cleared, Cancelled or Located. This is the same purge criteria in effect for Wanted Persons, and will remain the same after the conversion to MULES/3.

MULES/3 Stolen and Stored Boat File Implementation

The MULES/3 Stolen Boat system is scheduled for implementation sometime in May 2006. At that time, all stolen boat information will be converted to MULES/3. The MULES/3 Boat File will include the ability to add a *stored* or *towed* boat to MULES ONLY, similar to the current Stored Vehicle capability. More information on this conversion will be available in the near future.

MULES/3 Agency Usage Summary Statistics

A reminder that MULES/3 agency usage statistics are available via the MSHP website. Just sign onto MSHP home page at "www.mshp.dps.missouri.gov", click on "Law Enforcement Page". From there click on the MULES Usage Summary Report. Detailed usage statistics for all MULES/3 agencies are available beginning with January 2005.

MULES/3 Is Here to Stay!

As you can tell by the previous articles, the conversion to MULES/3 is nearing its end. Programmers are focused on a July 1, 2006 deadline for all files to be converted. For those files that currently remain partially available using MULES/2 and MULES/3, we encourage operators to utilize and become familiar with the MULES/3 procedures as soon as they become available. Waiting until the "cutoff" date for MULES/2 to begin using those procedures will seriously affect your agencies efficiency following conversion, not to mention the level of service you are able to provide to your officers and the public. Questions regarding MULES/3 can be directed to your local troop headquarters communications personnel, or to the Missouri State Highway Patrol's Communications Office at General Headquarters at (573) 526-1212.

Wanted Person Caution and Medical Conditions Field Procedures

Recently, we have noticed some discrepancies in coding of the *Caution and Medical Conditions* field (CMC) versus text entered in the *Miscellaneous* comments field.

Here is a quick review of the four most used *CMC* field codes (a complete list is available by moving the cursor to the *CMC* field and pressing F1).

CMC Code 00 = ARMED AND DANGEROUS

CMC Code 01 = OTHER

CMC Code 05 = VIOLENT TENDENCIES

CMC Code 25 = ESCAPE RISK

The only code above that ***requires*** comment in the *Miscellaneous* field is 01 OTHER according to NCIC procedures. Does that mean you are prohibited from entering additional comments in the *Miscellaneous* field explaining the reason for the other three CMC codes listed above, or any of the others on the complete listing? Answer, **NO**. However, if you decide to include additional comments regarding the CMC code, it is recommended (and has been instructed in MULES classes for over 20 years) that the comments are relevant to the coding of the CMC. Example: if you use the CMC code 05 and then add comments in the *Miscellaneous* field indicating the person is armed and/or dangerous, the Access Integrity Unit will probably send you a message pointing out this discrepancy. We have always encouraged entering operators to include as much information as possible in the *Miscellaneous* field, especially when a Caution indicator is involved. The problem occurs when coding in the *CMC* field and text in the *Miscellaneous* field do not match.

New Inquiry and Purpose Code for Gun Permits Effective May 1, 2006

Sheriff's Departments and agencies authorized to perform criminal record background checks using a Sheriff's Department ORI will be required to use a new procedure when running background checks prior to issuance of a permit to purchase or carry a firearm, effective May 1, 2006. This will replace the National Instant Criminal Background Check System (NICS) check, which the FBI provided as a courtesy for the sheriffs' Concealed Carry (CCW) permits through the Missouri State Highway Patrol's Criminal Records and Identification Division. A new inquiry, QNP, will be used in conjunction with a new purpose code of "P". This inquiry will be used only for criminal record checks performed prior to a purchase or carry permit being issued. The new procedure will access all files previously searched using purpose code F, in addition to searching the NICS Index. The NICS Index contains records contributed by local, state and federal agencies, which pertain to individuals federally prohibited from transferring/purchasing a firearm. Additionally, applicable databases of the Department of Homeland Security's Bureau of Immigration and Customs Enforcement will be searched.

The purpose code "F" checks will still be used prior to a weapon being released to an individual, such as from a pawnshop, police property room, etc.

Specific procedural details regarding the new inquiries will be forwarded once programming and testing is completed.

Access to CJIS Launch Pad Information

We commonly refer to information that is available to users via the "CJIS Launch Pad". Your agency and operators should be using this site for access to on-line manuals, documents, forms, MULES/3 procedure guides and on-line MULES re-certifications. Questions regarding access to the "CJIS Launch

Pad” should be directed to your local Missouri State Highway Patrol Troop’s communications personnel or to the Patrol Communications Office at general headquarters in Jefferson City at (573) 526-1212.

Purpose Code X

Effective immediately, Missouri juvenile officers with direct access to MULES/NCIC are approved to use purpose code “X” when placing children during emergency conditions. The “T” Originating Agency Identifier (ORI) “MO026009T” has been assigned for such use. The “T” ORI can only be used by a juvenile court in conjunction with the purpose code “X”. Juvenile court officers that do not have a MULES/NCIC terminal, may still contact local law enforcement agencies to have them run the criminal history inquiry for them. The law enforcement agency will then run the criminal history with their own ORI and a Purpose code “X”. There will be no change to a court ORI that ends in a “J” in the ninth position as this ORI will be utilized for criminal justice related functions as it is today.

As a reminder, the use of the delayed fingerprint submission rule continues to be in effect. Fingerprints must be submitted to the Criminal Records & Identification Division of the Missouri State Highway Patrol immediately in order for the fingerprints to be forwarded to the Federal Bureau of Investigation (FBI) within 15 calendar days. Additionally, the child is to be removed from the placement home if any adult refuses to provide fingerprints when requested.

The FBI mandates that Missouri conduct audits on the usage of purpose code “X” for the emergency placement of children to avoid any potential misuse. As a result, the MULES/NCIC audit program will be expanded to monitor usage by juvenile courts and local law enforcement agencies regarding all criminal history inquiries that contain the purpose code “X”. This purpose code is not to be used by law enforcement or juvenile courts for the routine placement of children when ample time presents itself.

If you have any questions about the purpose code “X” and the “T” ORI “MO026009T”, contact your Missouri State Highway Patrol Troop MULES Trainer.

File with *Missouri Supplement to the UCR Handbook*

Topics Addressed In This Edition:

- Signature Block
- UCR Quality Assurance Reviews
- UCR Deadlines
- MIBRS Certification Began in 2006
- MIBRS Software Available
- Web Address Change
- Hate Crime Reports

Signature Block

The blocks below should be initialed and dated by agency personnel responsible for UCR reporting before this document is filed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook* publications. Initialing the signature block will indicate whether a particular person has reviewed the content. During the triennial UCR Quality Assurance Review (QAR) conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

UCR Quality Assurance Reviews

Since the 05-01 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's Criminal Records & Identification Division for outstanding performance and findings following their Missouri UCR Quality Assurance Review:

Poplar Bluff Police Department
 Bucklin Police Department
 Stone County Sheriff's Office

Grain Valley Police Department
 Perry County Sheriff's Office

Since the 05-01 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 to 99% range following their 2005 Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

Savannah Police Department
Scotland County Sheriff's Office
Freeman Police Department
Osage Beach Police Department
Blackburn Police Department
Washburn Police Department
Webb City Police Department
Southeast Missouri State University DPS
Auxvasse Police Department
Mineral Area College DPS
Concordia Police Department
Greene County Sheriff's Office

Eldon Police Department
Holcomb Police Department
Orrick Police Department
Morgan County Sheriff's Office
New Madrid County Sheriff's Office
Centralia Police Department
Rolla Police Department
Glasgow Police Department
Memphis Police Department
Vandalia Police Department
Wellington Police Department
Parkville Police Department

One third of all independently reporting law enforcement agencies are reviewed each year. An annual report of QAR results will be released following the close of each calendar year once the data has been compiled and analyzed.

UCR Deadlines

Annual deadlines for submission of 2005 UCR data to the national program for publication in *Crime in the United States 2005* have passed, but the state program office will continue to forward updates to that data set to the Federal Bureau of Investigation (FBI) throughout 2006 and the spring of 2007. The 2004 data set will be archived on April 15, 2006 and will no longer be available for editing within the Missouri UCR web repository. Summary UCR reports for the first quarter of 2006 should be submitted to the state program and approved by no later than April 28, 2006. Those records will be forwarded to the FBI in early May for processing. Please remember that your first quarter Hate Crime Report for 2006 is due at this time and should be sent in to the state program office rather than directly to the FBI.

MIBRS Certification Began in 2006

The Missouri UCR Program began MIBRS certification of local, county, and state law enforcement agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports. Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to populate the summary repository.
- Incident-based reporting requires a minimum of one submission file each month from each agency (in order to meet the statutory requirement for monthly reporting).

- Until the new web facility changes are moved to production, local agencies will need to write their submission files for certification compliance to disc or diskette. Before processing, discs will be virus scanned and file names will be reviewed to ensure appropriate formatting.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website “Downloads” link.
- Certification will require a 96% rate of accuracy each month for three consecutive months.
- Any agency failing to maintain the 96% rate of accuracy for three consecutive months will lose their certification and will be required to submit a summary UCR report each month until certification is reestablished.

More information on agency MIBRS certification is available upon request by contacting Laurie Crawford, CJIS Manager, at (573) 526-6278.

MIBRS Software Available

The production version of the MIBRS Software is available to very small local agencies upon request at no cost. This software was designed for use by small agencies with one computer terminal to submit MIBRS data, and was not developed for network use. Please contact your local UCR Trainer/Auditor for more details and/or to determine whether you are a good candidate for use of the system.

Web Address Change

The State Office of Administration has changed the address for the UCR Website. As of December 28, 2005 the new Uniform Resource Locator (URL or Web Address) is:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/>

Please be certain to update your bookmarks or favorites menu to reflect the new address.

Hate Crime Reports

Each Missouri law enforcement agency should be completing and submitting Quarterly Hate Crime Report forms to the Missouri UCR Program Office. Although we are not tallying hate crime incident data in Missouri as part of the summary reporting system, we are tracking which agencies are reporting their hate crime statistics to the national program. Detailed hate crime statistics will be collected once Missouri agencies begin to transition to incident based reporting. The Hate Crime Summary page must be submitted every quarter, even if no hate crime occurred. The detailed incident page is only required if an actual hate crime needs to be reported. This will show that your agency is reporting, but had no hate crime incidents to report. Hate crime reports may be faxed or mailed to the UCR Program Office, and are available in Portable Document Format (PDF) on the UCR website downloads page, or in hard copy and electronic format by contacting the Program Office. The FBI’s Hate Crime Collection Guidelines may be found at the following website:

<http://www.fbi.gov/ucr/hatecrime.pdf>

Questions or comments regarding this publication may be addressed to:

*Missouri State Highway Patrol
Criminal Records and Identification Division
CJIS Section/UCR Program Office
1510 E. Elm Street
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